



## CITY OF SOMERVILLE, MASSACHUSETTS

### DEPARTMENT OF PARKING

133 Holland St, Somerville, MA 02144

Tel: 311 or from outside Somerville (617) 666-3311

[www.parksomerville.com](http://www.parksomerville.com)

## Business Visitor Parking APPLICATION

### Applicant Information:

Today's Date \_\_\_\_\_

Name of Business \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Contact name \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Do you have a current Business Visitor Permit?**

**YES or NO (circle)**

On-Street Parking \$200.00 up to one year/shift

Hours requested; \_\_\_\_\_

Desired Location \_\_\_\_\_

Off-Street Parking \$1200/year/shift

Hours requested; \_\_\_\_\_

\_\_\_\_\_ Buena Vista Lot \_\_\_\_\_ Grove St Lot \_\_\_\_\_ Rite Aid Lot

**While attempts are made to accommodate location requests, assignments of permits are based on availability. There are limited permits issued.**

**Duration:** Up to 12 months (city is divided into 4 areas based on address)

**Permits issued in up to 10 hour consecutive increments**

**Hours:** Printed on permit **Location:** Printed on permit

### Application Checklist:

- ◇ Application Form
- ◇ Proof of business ownership; company letterhead, business card or utility bill with company name
- ◇ Permits are non-refundable
- ◇ Permits not replaced if lost or stolen
- ◇ Check, cash, money order, MC, Visa or Discover
- ◇ Cost: \$200.00/year on-street  
\$1200.00/month Davis Lot

*All outstanding parking tickets must be paid in full prior to issuance.*

*Tickets may be paid online or by calling 844-807-9069.*

*Permits are based on availability. Not all permits will be issued. There are a limited amount available.*

*Permits requested by mail /email will be reviewed and applicant notified of status within 15 business days after receipt of paperwork .*

*Permits may be renewed 2 months prior to expiration. All renewals must be submitted a minimum of one month prior to expiration listed on permit.*

*Permits are non-refundable and non -transferrable.*

*If lost no replacements.*

*Contact Julliane DeBona to submit applications:*

*Email: [jdebona@somervillema.gov](mailto:jdebona@somervillema.gov) or [businesspermits@somervillema.gov](mailto:businesspermits@somervillema.gov)*

*Phone 617-625-6600 x7935*

*Office hours Monday, Tuesday, Wednesday 9am-4pm; Thursday 9am-7pm; Friday 9am-12pm.*